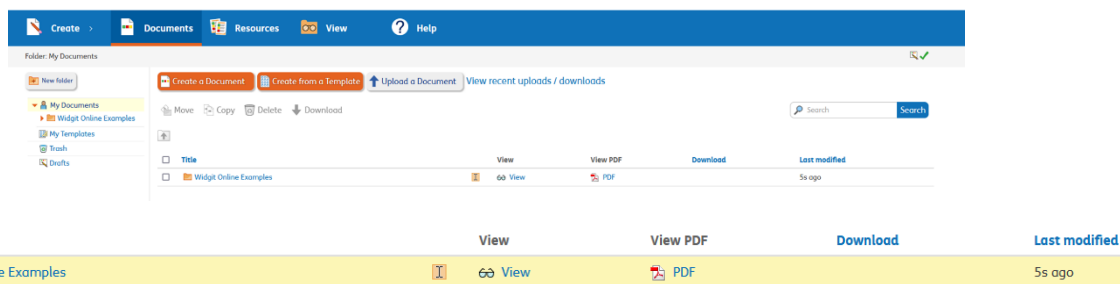




## How to Manage Documents

You can see information about your documents and perform actions on them in the **Document List**.



You can also use the buttons above the **Document List** to perform various actions on your documents.



**Select**

Tick the check boxes to select a document.



**Title**

Click the title to open the document or grid in the editor.



**Rename**

If documents or folders don't have a symbol icon, the Rename icon will be highlighted orange.



**Rename**

Click the 'Rename' icon to rename your documents and folders, or to choose a symbol icon for them.



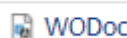
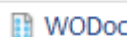
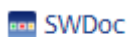
**View**

Click the 'View' icon to read your document, listen to it and print or publish it.



**View PDF**

Click the 'View PDF' icon to see your document in a PDF format that can be printed.



**Download**

Click the 'Download' **SWDoc** icon to download documents to your PC, which can be opened on the PC for use with SymWriter 2, or sent to another Widgit Online user for them to upload to their account. You can also download grids (the **WODoc** icons) for back up purposes or to transfer them to another account.

**Last Modified**

**Last Modified**

Shows the last time that the document was edited.



**Search**

You can search for specific files in the Documents List.



**Move**

**Move**

Move documents to other folders.



**Copy**

**Copy**

Copy documents to other folders.



**Delete**

**Delete**

Delete documents (these are moved to the 'Trash' folder).



**Download**

**Download**

Download documents to your computer.

**NOTE: Group account** users may find that they cannot perform all of these actions when accessing documents in **Shared Folders**. This will depend on the folder permissions granted to the User by their Manager or Administrator.